

MANUAL YEAR END OBLIGATION ADJUSTMENTS

USE: The PURPOSE of the "Manual Year End Obligation Adjustments" form is to adjust obligations for year end reporting

REQUIRED INFORMATION:

Document Type:	_____	Document Number:	_____
Fiscal Year:	_____	Organization Code:	_____
Task Number:	_____	Phase Number:	_____
Major Object Class:	_____	Minor Object Class:	_____
Government Code:	_____	Country Code:	_____
<i>(Non-federal transactions = '0' and Federal transactions = '1')</i>		<i>(Required if Government Code = '1')</i>	

Money Amount:

(include ALL affected money fields for each transaction)

(A) Undelivered Orders	_____
(B) Accrued Expenditures	_____
(C) Disbursements	_____
(D) Receipts	_____

TOTAL CHANGE TO OBLIGATIONS

Total change to obligations = (A + B + C - D)

Note: Total change to obligations must not = \$0

Explanation:

Approving Official	Date	Telephone
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Management and Budget Approval	Date	Telephone
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Send Original to:
Funds Management Branch
OFA 211
20020 Century Boulevard
Germantown, Maryland 20874